



**Student Government
Association**

Elections Packet

NORTH
COUNTRY
COLLEGE OF
ESSEX & FRANKLIN

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Eligibility / Qualifications of Officers

To be eligible for a position within the Student Government Association (SGA) students must meet certain eligibility/qualifications according to the SGA Constitution, North Country Community College (NCCC), and the State University of New York (SUNY). All officers must be enrolled as full or part time students at NCCC and must maintain a 2.0 Grade Point Average (GPA). The Student Trustee must maintain a 2.5 GPA. All officers must have an interest in the governance process and commitment to NCCC. All officers should strive for excellence in both the classroom and the College Community, and act as a role model to their peers. If the nominee is new to NCCC and has not yet earned a GPA, the student may run for the office and will be required to achieve at least a 2.0 GPA by the end of the first semester in office and maintain it for any subsequent semester(s) that s/he holds an office. Finally, in order to be eligible to run for office, all students must be in good standing, per the college's Code of Conduct.

Terms of office:

All officers will serve for one academic year, with the option of running for a second term if qualifications are met. The President, Vice President, Treasurer, and Secretary assume office on June 1. For the purpose of consistency the outgoing officers will meet in an advisory role with the newly elected officers for the first two meetings following the spring elections. In accordance with the State University of New York (SUNY) – Community Colleges rules and regulations the Student Trustee “shall hold office from July 1st through June 30th” (<http://www.suny.edu/sunypp/documents.cfm> §604.4 Student members of boards of trustees).

Election Process

This section includes the Nomination Process and Election Rules to be followed throughout the process of running for a position with the SGA.

1. Nomination Process:

- a. Pick up a nomination form from the SGA or the SGA Advisor.
- b. Set-up a meeting with the Advisor to discuss the expectations of the position in which you are running.
- c. This is a two week period immediately prior to the spring and fall elections.
- d. Nomination must be supported by:
 - i. 25 student signatures – Saranac Lake Campus.
 - ii. 15 student signatures – Malone and Ticonderoga campuses.
 - iii. Signatures must accompany an official SGA nomination form (*See appendix a*).
- e. Once the completed nomination form with signatures is returned the Office of Campus and Student Life will determine that the student meets the standards associated with being an SGA Officer/Student Trustee.
- f. A meeting must be set-up with the Director of Campus and Student Life to review and approve qualifications and responsibilities.
- g. With approval from the Director of Campus and Student Life and/or the Vice President of Enrollment and Student Services the student may continue with the election process.

2. Campaign Period:

- a. This shall be a one-week period between the time when nominations end and elections begin.
- b. Students develop campaign materials.
- c. Campaign materials must be approved by the campus SGA Advisor.

- i. Examples of campaign materials include: individual biography, posters, table top tents, content for the SGA website promoting elections to the student body
- d. Students may not campaign prior to or after the campaign period.
- e. The campaign must be kept within the parameters of the college's Code of Conduct.

Election Rules

1. Elections:

- a. All NCCC Students paying activity fees are eligible to vote in general student elections at the campus and/or site on which they are enrolled for the majority of their classes.

2. Supervision:

- a. Will be organized by the advisor and any SGA officer not pursuing re-election.
- b. For the positions of President, Vice President, Secretary, Treasurer and Student Trustee elections will take place during the late spring approximately four weeks prior to graduation.
- c. For the position of Senators elections will take place approximately two weeks after the start of the fall semester.
- d. Elections will be held in a public location recognized as a student gathering area.
 - i. Ballots cannot leave this location
- e. Voting:
 - i. Voting will be by secret ballot.
 - ii. Students are allowed to vote electronically through the designated voting site.
 - iii. Each student is allowed to vote one (1) time either in person or on-line.

3. Results:

- a. All results will be tabulated by the SGA advisor and the candidate with the largest number of votes will be the winner.
- b. Tabulation and results will be confirmed through the Office of Campus & Student Life and the Vice President for Enrollment and Student Services. Their decision on election matters is final.

Officer Positions, Descriptions and Expectations

1. **President**

- a. Head of SGA Executive Branch.
- b. Chairs all SGA meetings and maintains parliamentary procedures.
- c. Voting member of NCCC Association.
- d. Delegates responsibilities to other SGA officers.
- e. Main liaison between the students, faculty, and administration.
- f. Responsible for recognizing and organizing current issues and assigning them to the appropriate committee or executive officer.
- g. Main spokesperson and representative of the entire study body.

2. **Vice President**

- a. Assists the President.
- b. Serves as the President in the absence of the elected President.
- c. Head of Advisory Council.
- d. Presides over monthly Advisory Council Meetings.
- e. Oversees clubs or organizations which are recognized by SGA and assures that they adhere to the rules and regulations as derived from the SGA constitution and the Club constitution.

3. **Treasurer**

- a. Keeps accurate financial records of all accounts of the SGA.
- b. Works closely with the Executive Director of the NCCC Association.
- c. Presents weekly financial report to SGA.
- d. Presents weekly bills to SGA.
- e. Responsible for the issuance of purchase orders utilizing SGA funds and for budget submissions and revisions.

4. **Secretary**

- a. Takes minutes of SGA meetings.
- b. Presents previous minutes at SGA meetings.
- c. Assists the President in the development of an SGA meeting agenda.
- d. Handles all correspondences necessary for the functioning of SGA.
- e. Responsible for SGA mailings.

5. **Student Trustee**

- a. Student representative to the NCCC Board of Trustees.
- b. Represents all campus/extension sites and is elected through an all-College election.
- c. Advisory in nature to the SGA Executive Branch.
- d. Should also be accessible to the student body as a whole in order to become familiar with the concerns and issues that face students.
- e. When casting his/her votes during Board of Trustee meetings, the Student Trustee's vote should be intelligent and should speak for the students.
 - i. The Board of Trustees meets once a month. It is through these meetings and the Student Trustee that the student body has their most vocal means of relaying student needs and concerns.
- f. Is a voting member of the NCCC Association Inc.
 - i. The NCCC Association meets once a month.
- g. Will attend all Board of Trustees and Association meetings.
 - i. BOT policy that no member may miss more than 3 meetings in a school year (September-August).
- h. Serve on other college committees as appropriate and defined by the Board of Trustees, President or the Vice President of Enrollment and Student Services.

APPENDIX A

Nomination form:
See the following pages

**NORTH COUNTRY COMMUNITY COLLEGE
STUDENT GOVERNMENT ASSOCIATION
NOMINATION FORM**

Today's Date: _____

Name of Student: _____

Office / Term Sought: _____

If elected to the above office, I would work to:

(If needed, use back or additional paper)

“We, the undersigned, are currently attending North Country Community College
and support the above nominee in his/her effort to run for a
Student Government Association office.”

- | | |
|-----------|------------|
| 1. _____ | 14. _____ |
| 2. _____ | *15. _____ |
| 3. _____ | 16. _____ |
| 4. _____ | 17. _____ |
| 5. _____ | 18. _____ |
| 6. _____ | 19. _____ |
| 7. _____ | 20. _____ |
| 8. _____ | 21. _____ |
| 9. _____ | 22. _____ |
| 10. _____ | 23. _____ |
| 11. _____ | 24. _____ |
| 12. _____ | 25. _____ |
| 13. _____ | |

**Branch Campus nominees in Malone and Ticonderoga need only obtain 15 signatures as indicated in the SGA Constitution.*

President

- Head of SGA Executive Branch
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- Delegates responsibilities to other SGA officers
- Main liaison between the students, faculty, and administration
- Responsible for recognizing and organizing current issues and assigning them to the appropriate committee or executive officer
- Main spokesperson and representative of the entire student body

Vice President

- Assists the President
- Serves as the President in the absence of the elected President
- Presides over monthly Advisory council Meetings
- Oversees clubs or organizations which are recognized by SGA and assures that they adhere to the rules and regulations as derived from the constitution and the club constitution

Treasurer

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- Works closely with the Executive Director of the North Country Community College Association
- Presents weekly financial report to SGA
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Secretary

- Takes minutes of SGA meetings
- Presents previous minutes at SGA meetings
- Assists the President in the development of an SGA meeting agenda
- Handles all correspondences necessary for the functioning of SGA
- Responsible for SGA mailings

Senator

- Represents the student body to the SGA
- Polls the interests of the student body
- Disseminates information to the student body
- Stays informed on matters pertaining to clubs, organizations, and special populations

What does the Student Trustee Do?

The Student Trustee is the student representative to the NCCC Board of Trustees. The Student Trustee represents all campus/extension sites and is elected through an all-College election. The Student Trustee is a voting member of the NCCC Association. The position is advisory in nature to the SGA Executive Branch. The Student Trustee should also be accessible to the student body as a whole in order to become familiar with the concerns and issues that face students. When casting his/her vote during Board of Trustee meetings, the Student Trustee's vote should be intelligent and should speak for the students. The Board of Trustees meets once a month. It is through these meetings and the Student Trustee that the student body has their most vocal means of relaying student needs and concerns.

**NORTH COUNTRY COMMUNITY COLLEGE
STUDENT GOVERNMENT ASSOCIATION**